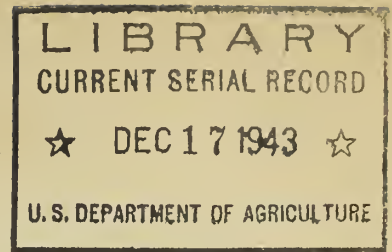


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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



November 22, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 37

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Handling Reports of Out-of-Condition Commodities

All future instances of Special Commodities Branch commodities being reported as out-of-condition, shall be handled in the manner set forth below:

- A. The Head of the Loss and Damage Sub-Unit of the Transportation and Warehousing Branch has been designated as the central point of contact between that Branch and this in all matters relating to out-of-condition commodities. The Chief of the Analysis and Reports Section has been designated to act in a similar capacity for this Branch and will receive all notices from the Loss and Damage Sub-Unit and is responsible for promptly advising the commodity representative concerned.
- B. Upon receipt of advice that a commodity for which he is responsible has gone out of condition, it is incumbent upon the commodity representative to notify the proper Inspection Service, by memorandum, indicating the location of the commodity and all other pertinent details. The Inspection Service shall be instructed to take whatever steps are indicated by the condition in which the commodity is found, e.g., repackaging, reconditioning, etc., and to report the action to this Branch.
- C. When the Inspection report is received in this Branch it shall be referred with appropriate recommendation by the Commodity Representative to the Chief, Analysis and Reports Section, who shall immediately notify the Transportation and Warehousing Branch by memorandum, setting forth in detail the number of cases reconditioned, and/or repackaged, the number of cases which should be referred to the Salvage Section for sale, and any other information or recommendation which concerns the transaction.

H. C. Albin

